

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

GREAT LAKES RESOURCES SPECIALIST

One (1) Full-time, Non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ Minimum of two (2) Original Writing Examples (reports, publications, technical memorandum, etc.)
- ☐ College Transcripts
- ☐ Copy of valid, unrestricted driver's license
- ☐ Copy of a satisfactory Child Abuse/Neglect Central Registry clearance form from the MI DHHS
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: November 23, 2016

Closing Date: December 9, 2016 at 4:00pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

POSITION DESCRIPTION

POSITION:

GREAT LAKES RESOURCES SPECIALIST

Full-time, Non-Exempt Position
(Year-to-Year dependent on grant funding)

LOCATION:

KBIC Natural Resources Department
(Located 7 miles north of L'Anse on Pequaming Road)

SUPERVISORY CONTROL:

Natural Resources Director

SALARY:

Grade 9 (minimum starting wage = \$16.33/hour)

QUALIFICATIONS:

- Bachelor's Degree in Environmental Science or closely related field. One (1) year work experience in Environmental Sciences or related field is preferred.

OR

- Associate's Degree in Environmental Science or closely related field **AND** Two (2) years work experience in Environmental Sciences or related field.
- Must have demonstrated knowledge/experience of the Lake Superior ecosystem, mining, industrial environmental issues, water quality issues, chemistry, and geology.
- Must have demonstrated experience and familiarity with computer software that includes Microsoft Office programs. Arc GIS experience preferred.
- Be in good physical condition and be able to lift up to 50 pounds unassisted. Must be willing to conduct fieldwork in a variety of environmental conditions.
- Must have excellent written communication skills and provide a minimum of two (2) original writing examples. Examples can include reports, publications, technical memorandum, or similar materials.
- Must have good verbal communication and presentation skills.
- Possess a valid, unrestricted driver's license, good driving record, and be insurable to operate fleet vehicles; must be willing to travel at least 50 miles three days per week, as necessary.
- Must be willing and able to travel out of town regularly for overnight stays at state, regional, and national conferences and meetings.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

DUTIES AND RESPONSIBILITIES:

1. Works effectively and maintains disciplined and professional work ethic both with minimal supervision and in a team environment.
2. Develops and maintains respectful and good working relations with other Department and Government staff, government agencies and organizations.
3. Uses and is proficient in various computer software including spreadsheets, databases, graphics, word processing and other computer programs required to accomplish duties as assigned.
4. Maintains strict confidentiality regarding KBIC, Department, and staff related information and issues.
5. Shall be responsible for various administrative tasks such as vehicle logs, travel reports, monthly reports, program inventory, maintaining daily work log, and other similar duties.
6. Shall participate in activities related to the Great Lakes Water Quality Agreement, the Binational Toxics Strategy, the Great lakes Regional Collaboration, the Lake Superior Technical Committee, and the Great lakes Restoration Initiative processes.
7. Shall assist the Department with outreach and education to the local community regarding efforts to restore, protect, and enhance the Lake Superior ecosystem. Outreach and education will include participation in KBIC events such as the Kid's Fishing Derby, Lake Superior Day, and the Environmental Fair (booths and presentations), educational brochures, articles in the KBIC newsletter, coordinating press releases and article preparation, and other such activities.
8. Shall identify, track, review, and provide comment on environmental issues affecting the Lake Superior Basin and Ceded Territories.
9. Shall participate in the development and implementation of mining activity related actions and objectives associated with the Lake Superior Lakewide Action and Management Plan (LAMP) process and shall coordinate KBIC input.
10. Responsible for tracking Ceded Territory mineral exploration and natural resource development related activities and provide regular updates to KBIC.
11. Shall document GIS data related to environmental issues and important tribal resources. Responsible for updated GIS maps depicting environmental threats.
12. Shall maintain regular contact (through meetings, teleconferences, etc.) with various outside groups, organizations, and agencies for discussion, analysis, and updates regarding local and regional mining activities and potential impacts.
13. Responsible for review and analysis of technical materials associated with natural resource related activities to determine quality of materials and provide information regarding likely ecosystem related impacts and outcomes.
14. Perform other duties as assigned.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: November 23, 2016

Closing Date: December 9, 2016 at 4:00pm

Name: _____

POSITION: **Great Lakes Resources Specialist**

Please list your specific experience and knowledge in regards to the following qualifications:

Bachelor's Degree in Environmental Science or closely related field. One (1) year work experience in Environmental Sciences or related field is preferred. **OR** Associate's Degree in Environmental Science or closely related field **AND** Two (2) years work experience in Environmental Sciences or related field.

Must have demonstrated knowledge/experience of the Lake Superior ecosystem, mining, industrial environmental issues, water quality issues, chemistry, and geology.

Must have demonstrated experience and familiarity with computer software that includes Microsoft Office programs. Arc GIS experience preferred.

Be in good physical condition and be able to lift up to 50 pounds unassisted. Must be willing to conduct fieldwork in a variety of environmental conditions.

Must have excellent written communication skills and provide a minimum of two (2) original writing examples. Examples can include reports, publications, technical memorandum, or similar materials.

Must have good verbal communication and presentation skills.

Possess a valid, unrestricted driver's license, good driving record, and be insurable to operate fleet vehicles; must be willing to travel at least 50 miles three days per week, as necessary. Must be willing and able to travel out of town regularly for overnight stays at state, regional, and national conferences and meetings.
